OGS PRICE LIST | **ALTERNATIVE INFORMATION SYSTEMS** | **OCTOBER 2013**

489 Ellicott St.
Buffalo, NY 14203
(716)831-9929

Item ID	Item Description	Street Price	% Discount	OGS Price
Adapters				
PCI-USB	USB 2.0 PCI Card - USB adapter - PCI - Hi-Speed USB - 4 ports	$13.78	10%	**$12.00**
PCI-FW	FireWire Adapter Card - 3 Port PCI Low Profile 1394a	$34.26	10%	**$31.00**
PCI-PAR	1 Port - Low Profile PCI Parallel Adapter Card	$52.68	10%	**$47.00**
PCI-USB3	2 Port - USB 3.0 - PCI Express SuperSpeed - Serial adapter	$49.08	10%	**$44.00**
PCI-29160	Adaptec SCSI Card 29160LP - Storage controller - 1 Channel - Ultra160 SCSI low profile - 160 MBps - PCI 64	$282.91	10%	**$255.00**
PCI-SC160	1CH U160 SCSI PCI HD68 2-68-VHDCI	$134.05	10%	**$121.00**
PCI-SCUW	1 Port PCI Ultra Wide SCSI Controller Adapter Card	$102.62	10%	**$92.00**
ADP-USBPAF	Startech USB to Parallel Adapter (1CUSB128410)	$30.00	10%	**$27.00**
Cables				
CAB-USB6	Printer USB cable - 4 pin USB Type A (M) - 4 pin USB Type B (M) - 6 ft	$6.00	10%	**$5.40**
CAB-FW6	Firewire Cable - IEEE 1394 cable - 4 pin FireWire (M) - 6 pin FireWire (M) - 6 ft	$8.70	10%	**$8.00**
CAB-PAR10	Parallel Printer Cable - DB-25 (M) - 36 pin Centronics (M) - 10 ft - molded	$18.21	10%	**$16.00**
CAB-NW50	Patch Cable RJ45-RJ45 CAT 5e, molded stranded gray, 50 ft.	$10.00	10%	**$9.00**
CAB-NW100	Patch Cable RJ45-RJ45 CAT 5e, molded stranded gray, 100 ft.	$21.00	10%	**$19.00**
CAB-NW10	Patch Cable RJ45-RJ45 CAT 5e, molded stranded gray, 10 ft.	$4.50	10%	**$4.00**
CAB-NW25	Patch Cable RJ45-RJ45 CAT 5e, molded stranded gray, 25 ft.	$7.00	10%	**$6.00**
CAB-USBSEF	Adapter Cable USB to Serial 1.5 ft	$24.99	10%	**$22.50**
Cases				
CAS-FLX	Flex Case - Black	$57.20	10%	**$51.00**
CAS-MDT	Mid -Tower Case - Black	$53.59	10%	**$48.00**
CAS-TOW	Tower Base - Black	$49.10	10%	**$44.00**
Flash Drives				
FLD-02	2 GB - USB flash drive - Hi-Speed USB	$11.87	10%	**$11.00**
FLD-04	4 GB - USB flash drive - Hi-Speed USB	$17.17	10%	**$15.00**
FLD-08	8 GB - USB flash drive - Hi-Speed USB	$28.03	10%	**$25.00**
FLD-16	16 GB - USB flash drive - Hi-Speed USB	$54.44	10%	**$49.00**
FLD-32	32 GB - USB flash drive - Hi-Speed USB	$90.32	10%	**$81.00**
Floppy Drives				
FDD-144	1.44MB Floppy Drive	$13.00	10%	**$12.00**
Hard Drives-Firewire				
HDF-500	500 GB - External Hard Drive - FireWire / Hi-Speed USB / eSATA	$122.90	10%	**$111.00**
HDF-1000	1 TB - External Hard Drive - FireWire / FireWire 800 / Hi-Speed USB / eSATA-300	$177.14	10%	**$159.00**
Hard Drives - NB				
HDN-160	WD Scorpio 160 GB - internal - 2.5" - SATA-300 - 5400 rpm Hard Drive	$56.62	10%	**$51.00**
HDN-250	WD Scorpio 250 GB - internal - 2.5" - SATA-300 - 5400 rpm Hard Drive	$61.35	10%	**$55.00**
HDN-320	WD Scorpio 320 GB - internal - 2.5" - SATA-300 - 5400 rpm Hard Drive	$69.15	10%	**$62.00**
HDN-500	Seagate 500 GB - internal - 2.5" - SATA-300 - 5400 rpm Hard Drive	$126.74	10%	**$114.00**
Hard Drives - PC				
HDI-160	WD Caviar 160 GB - internal - 3.5" - SATA-300 Hard Drive	$56.52	10%	**$51.00**
HDI-250	Seagate 250GB - internal - 3.5" - SATA-300 Hard Drive	$51.17	10%	**$46.00**
HDI-500	WD Caviar 500 GB - internal - 3.5" - SATA-300 Hard Drive	$68.25	10%	**$61.00**
HDI-1000	WD Caviar 1 TB - internal - 3.5" - SATA-300 Hard Drive	$115.77	10%	**$104.00**
HDI-1500	WD Caviar 1.5 TB - internal - 3.5" - SATA-300 Hard Drive	$157.78	10%	**$139.00**
Hard Drives - USB				
HDU-500	500 GB - External Hard Drive - 3.5" - Hi-Speed USB	$103.49	10%	**$93.00**
HDU-1000	1 TB - External Hard Drive - Hi-Speed USB	$120.00	10%	**$108.00**
HDU-2000	2 TB - External Hard Drive - Hi-Speed USB	$240.70	10%	**$217.00**
Headsets				

OGS PRICE LIST

ALTERNATIVE INFORMATION SYSTEMS
489 Ellicott St.
Buffalo, NY 14203
(716)831-9929

OCTOBER 2013

Item ID	Item Description	Street Price	% Discount	OGS Price
AUD-HEAD	Premium PC - Headset	$20.32	10%	**$18.00**

OGS PRICE LIST **ALTERNATIVE INFORMATION SYSTEMS** **OCTOBER 2013**

489 Ellicott St.
Buffalo, NY 14203
(716)831-9929

Item ID	Item Description	Street Price	% Discount	OGS Price
Keyboard and Mouse Kits				
KBM-USB	USB Keyboard and Mouse Kit - Black	$28.67	10%	**$26.00**
KBM-PS2	PS/2 Keyboard and Mouse Kit - Black	$22.57	10%	**$20.00**
KBM-WL	Wireless Keyboard and Mouse Kit - Black	$35.09	10%	**$32.00**
Keyboards				
KBB-USB	USB Keyboard - Black	$17.89	10%	**$16.00**
KBB-PS2	PS/2 Keyboard - Black	$22.92	10%	**$21.00**
KBB-WL	Wireless Keyboard - RF - Black	$36.48	10%	**$33.00**
Laptop Cases				
LTC-154	Notebook carrying case - 15.6" - black	$44.58	10%	**$40.00**
LTC-160	Notebook carrying case 16" - black	$34.42	10%	**$31.00**
LTC-140	Notebook carrying case - 14" - black	$22.00	10%	**$20.00**
LTC-170	Notebook carrying case - 17.3" - black	$50.00	10%	**$45.00**
Media Card Readers				
MED-READ	15-in-1 Media Reader & Writer - Card reader - 15 in 1	$35.07	10%	**$32.00**
Memory				
MM3-1G7	1GB 1066MHz DDR3 Non-ECC CL7 DIMM	$44.12	10%	**$40.00**
MM3-2G7	2GB 1066MHz DDR3 Non-ECC CL7 DIMM	$74.39	10%	**$67.00**
MM3-4G7	4GB 1066MHz DDR3 Non-ECC CL7 DIMM (Kit of 2)	$148.79	10%	**$134.00**
MM3-1G9	1GB 1333MHz DDR3 Non-ECC CL9 DIMM	$44.12	10%	**$40.00**
MM3-2G9	2GB 1333MHz DDR3 Non-ECC CL9 DIMM	$74.39	10%	**$67.00**
MM3-4G9	4GB 1333MHz DDR3 Non-ECC CL9 DIMM	$148.79	10%	**$134.00**
MM2-512	512MB 667MHz DDR2 Non-ECC CL5 DIMM	$18.68	10%	**$17.00**
MM2-1G5	1GB 667MHz DDR2 Non-ECC CL5 DIMM	$32.60	10%	**$29.00**
MM2-2G5	2GB 667MHz DDR2 Non-ECC CL5 DIMM	$61.62	10%	**$55.00**
MM2-4G5	4GB 667MHz DDR2 Non-ECC CL5 DIMM	$197.43	10%	**$178.00**
MM2-1G6	1GB 800MHz DDR2 Non-ECC CL6 DIMM	$32.60	10%	**$29.00**
MM2-2G6	2GB 800MHz DDR2 Non-ECC CL6 DIMM	$61.62	10%	**$55.00**
MM2-4G6	4GB 800MHz DDR2 Non-ECC CL6 DIMM	$197.43	10%	**$178.00**
Mice				
MOU-USB	USB Optical Mouse - 3 Button - Black	$11.38	10%	**$10.00**
MOU-PS2	PS/2 Optical Mouse - 3 Button - Black	$12.68	10%	**$11.00**
MOU-WL	Wireless Optical Mouse - 3 button - RF - USB / PS/2	$34.39	10%	**$31.00**
Misc				
MSC-SEC	Desktop - System security kit	$35.17	10%	**$32.00**
MSC-FAN	System Fan 92x25mm Ball Bearing Quiet Computer Case Fan	$9.82	10%	**$9.00**
KVM-AUD	IOGear KVM Audio Switch	$32.50	10%	**$29.50**
Modem				
MDM-PCI	Fax / modem - plug-in card - PCI - 56 Kbps - V.90, V.92	$13.39	10%	**$12.00**
Monitors				
LCD-17	LCD display - TFT - 17" WS - VGA - black	$139.54	10%	**$126.00**
LCD-17S	LCD display - TFT - 17" WS - VGA - black - speakers	$160.02	10%	**$144.00**
LCD-19	LCD display - TFT - 19" WS - VGA - black	$147.47	10%	**$133.00**
LCD-19S	LCD display - TFT - 19" WS - VGA - speakers - black	$152.59	10%	**$137.00**
LCD-22	LCD display - TFT - 22" WS - DVI-D, VGA - black	$185.87	10%	**$167.00**
LCD-22S	LCD display - TFT - 22" WS - VGA - black - speakers	$191.00	10%	**$172.00**
LCD-24	LCD display - TFT - 24" WS - DVI-D, VGA - black	$282.59	10%	**$254.00**
LCD-24S	LCD display - TFT - 24" WS - DVI-D, VGA - black - speakers	$357.15	10%	**$321.00**

OGS PRICE LIST **ALTERNATIVE INFORMATION SYSTEMS** **OCTOBER 2013**

489 Ellicott St.
Buffalo, NY 14203
(716)831-9929

Item ID	Item Description	Street Price	% Discount	OGS Price
Motherboards				
DMB-41KR	Intel Desktop Board DG41KR - Motherboard - micro ATX	$97.79	10%	**$88.00**
DMB-41RQ	Intel Desktop Board DG41RQ Essential Series - Motherboard - micro ATX	$71.08	10%	**$64.00**
Optical Drives				
OPS-DVD	DVD-ROM - 18x (DVD) - 48x (CD) - Serial ATA - Internal - Black	$23.66	10%	**$21.00**
OPS-DVR	DVD-RW 24X - Super All-Write SATA - Internal - Black	$28.56	10%	**$26.00**
OPI-DVD	DVD-ROM - 18x (DVD) - 48x (CD) - IDE - Internal - Black	$22.62	10%	**$20.00**
OPS-DVRS	Slim Line DVD±RW (±R DL) - 8x/8x/5x - SATA - internal - Black	$42.35	10%	**$38.00**
OPI-DVDR	Double-layer - DVD-RAM/±R/±RW -EIDE/ATAPI - Internal - Black	$30.35	10%	**$28.00**
Power Strips				
SUR-6	Surge suppressor - AC 120 V - 6 output connector	$6.73	10%	**$6.00**
Power Supplies				
PSU-200	200 Watt FSP200 60SAV BB Power supply -	$49.40	10%	**$44.00**
PSU-300	300 Watt ATX Power Supply	$97.01	10%	**$87.00**
PSU-300F	300 Watt InWin	$50.00	10%	**$45.00**
PSU-400	400W ATX v2.01 Power Supply	$29.04	10%	**$26.00**
PSU-4002	400W ATX12V Power Supply	$55.87	10%	**$50.00**
PSU-500	500 Watt Silent ATX12V 2.01 PC Computer Power Supply	$67.76	10%	**$61.00**
Processors				
ICQ-8400	Intel Core 2 Quad Q8400 2.66 GHz (1333 MHz)	$222.00	10%	**$199.00**
ICQ-9650	Intel Core 2 Quad Q9650 3.0 GHz (1333 MHz)	$390.00	10%	**$351.00**
IC2-7500	Intel Core 2 Duo E7500 2.93GHz (1066 MHz)	$145.00	10%	**$130.00**
IC2-7600	Intel Core 2 Duo E7600 3.06 GHz (1066 MHz)	$180.00	10%	**$162.00**
IC2-8500	Intel Core 2 Duo E8500 3.16 GHz (1333 MHz)	$248.00	10%	**$224.00**
IC2-8600	Intel Core 2 Duo E8600 3.33 GHz (1333 MHz)	$353.00	10%	**$318.00**
Software				
SFW-W7HP	MS Windows 7 Professional/License and media/1 PC/OEM/DVD/64-bit	$165.00	10%	**$148.00**
SFW-W7P	MS Windows 7 Professional/License and media/1 PC/OEM/DVD/32-bit	$165.00	10%	**$148.00**
SFW-W7PD	MS Windows 7 Professional - Downgrade to XP Professional	$165.00	10%	**$148.00**
SFW-W7U	MS Windows 7 Ultimate/License and media/1 PC/OEM/DVD/32-bit	$296.98	10%	**$267.00**
Speakers				
SPK-BLK	OEM Black 2PC 3W Speakers Vol Power Headphone Jack RT Speaker	$10.41	10%	**$9.00**
Tablets				
TAB-VS10	ViewSonic ViewPad 10, Windows 7 Pro/Android 1.6, 32 GB, 10" TFT(VPAD10_A	$761.00	10%	**$685.00**

OGS PRICE LIST | **ALTERNATIVE INFORMATION SYSTEMS** | **OCTOBER 2013**

489 Ellicott St.
Buffalo, NY 14203
(716)831-9929

Item ID	Item Description	Street Price	% Discount	OGS Price
Video Cards				
VID-4650	Radeon HD 4650 - PCI Express 2.0 x16 - 1 GB GDDR2	$82.58	10%	**$74.00**
VID-3450	Radeon HD 3450 - PCI Express 2.0 - 512 MB DDR2 - DVI	$266.16	10%	**$240.00**
VID-4550	Radeon HD 4550 Dual Head Graphics Card - PCI Express x16	$147.56	10%	**$133.00**
VID-4350	Radeon HD 4350 - 512MB - PCI Express 2.0 x16 - DVI	$48.66	10%	**$44.00**
VID-3450	HD3450 PCIE 256MB DDR2 DVI-I TV OUT VGA	$40.53	10%	**$36.00**
VID-G400	GF2 MX 400 - PCI - 32 MB DDR	$44.40	10%	**$40.00**
VID-G840	GF 8400 GS - PCI Express x16 low profile	$57.71	10%	**$52.00**
VID-G940	GEFORCE9400GT 512MB - Low Profile - HDMI DVI	$64.29	10%	**$58.00**
VID-G8405	GF 8400 GS - PCI Express x16 - 512 MB	$77.99	10%	**$70.00**
VID-G730	GF 7300 LE - PCI Express x16 low profile - 256 MB DDR2	$103.34	10%	**$93.00**
Wireless Adapters				
PCI-WLG	Wireless-G PCI Card - Network adapter - PCI - 802.11b/g	$60.23	10%	**$54.00**
PCI-WLN	Wireless-N PCI Adapter - Network adapter - PCI - 802.11b/g/n	$82.11	10%	**$74.00**
PCI-WLP	Wireless-B/G PCI Adapter (Low Profile) - PCI 802.11b/g	$40.00	10%	**$36.00**
USB-WLN	USB Dual-Band Wireless-N USB Network Adapter - Hi-Speed USB - 802.11b/a/g/n	$82.11	10%	**$74.00**
CDB-WLN	CardBus Dual-Band Wireless-N Notebook Adapter - 802.11b/a/g/n	$82.11	10%	**$74.00**
CDB-WLG	CardBus Wireless-G Notebook Adapter - 802.11b/g	$60.23	10%	**$54.00**
Desktop Computers				
DT-REL	AIS Reliance Desktop Computer * Small Form Factor Case * Intel Core 2 Duo 2.93 GHz Processor * 2.0GB DDR2 Memory * 250GB SATA-150 Hard Drive * DVD Reader/Writer * Integrated Intel Extreme Graphics Controller * 19" LCD Flat Panel Display with speakers * Microsoft Enhanced Keyboard and Optical Mouse * Integrated Sound Card * 10/100/1000 Mbps Ethernet Adapter * Integrated Sound * Microsoft Windows 7 downgraded to Windows XP Professional * 3 Year Warranty, parts and labor, on-site	$778.00	10%	**$700.00**
DT-ULT	AIS Ultra Desktop Computer * Mid-Tower Case * Intel Core 2 Quad, Q8400 2.6GB Processor * 2.0GB DDR3 Memory * 250GB SATA-150 Hard Drive * DVD Reader/Writer * Integrated Intel Extreme Graphics Controller * 19" LCD Flat Panel Display with speakers * Microsoft Enhanced Keyboard and Optical Mouse * 10/100/1000 Mbps Ethernet Adapter * Integrated Sound * Microsoft Windows 7 downgraded to Windows XP Professional * 3 Year Warranty, parts and labor	$910.00	10%	**$819.00**

OGS PRICE LIST | **ALTERNATIVE INFORMATION SYSTEMS** | **OCTOBER 2013**

489 Ellicott St.
Buffalo, NY 14203
(716)831-9929

Item ID	Item Description	Street Price	% Discount	OGS Price
Notebook Computers		$1,055.00	10%	**$950.00**
NB-17	AIS A Series Deluxe 17.3" Notebook * Intel© Core 2 Duo T 5870 2.0 GHz Processor * 3 GB DDR2 Memory * DVD Reader/Writer * 17.3" TFT 1600x900, Color Shine Display * 250 GB SATA-150 Hard Drive * Intel GMA x 4500M Graphics Controller * Webcam 1.3 Mega Pixel * 10/100/1000 Mbps Ethernet Controller * 802.11 b/g/n Wireless Communications * 3-1 Card Reader * AC-Adapter and 6 Cell Battery * Energy Star * Microsoft Windows 7 downgraded to XP Professional * Two Year Warranty, parts and labor			
NB-15	AIS A-Series Business 15.6" Notebook * Intel Core 2 Duo T6570, 2.1GHz Processor * 3GB DDR2 Memory * DVD Reader/Writer * 15.6" HD LED Backlit Display * 250GB SATA-150 Hard Drive * Intel GMAX4500M Graphics Controller * Webcam 1.3 Megapixel * 10/100/1000 Mbps Ethernet Adapter * 802.11 b/g/n Wireless Communications * 3 in 1 Card Reader * AC Adapter and 6 Cell Battery * Energy Star * Microsoft Windows 7 downgraded to Windows XP Professional * Two Year Warranty, parts and labor	$995.00	10%	**$895.00**
NB-14	AIS A-Series Basic 14" Notebook * Intel Core 2 Duo T5870, 2.0GHz Processor * 3GB DDR2 Memory * DVD Reader/Writer * 14" HD LED backlit Display * 250GB Sata-150 Hard Drive * Intel GL40 Graphics Controller * 802.11 b/g/n Wireless Communications * Webcam 1.3 Megapixel * 10/100/1000 Mbps Ethernet Adapter * 3 in 1 Card Reader * AC Adapter and 6 Cell Battery * Energy Star * Microsoft Windows 7 downgraded to Windows XP Professional * Two year Warranty, parts and labor	$865.00	10%	**$778.00**

OGS PRICE LIST

ALTERNATIVE INFORMATION SYSTEMS
489 Ellicott St.
Buffalo, NY 14203
(716)831-9929

OCTOBER 2013

Item ID	Item Description	Street Price	% Discount	OGS Price
Notebook Computers				
NB-MIN	AIS A-Series Mini-Note Notebook * Intel© Atom N280 1.66GHz Processor * 1GB DDR2 Memory * 10.1" Color Shine Display * Intel UMA Graphics Controller * 160GB Hard Drive * 802.11 Wireless Communications * Bluetooth * Webcam 1.3 Megapixel * 10/100/1000 Ethernet Adapter * AC Adapter and 6 Cell Battery (approx. 11 hours) * Windows XP Home * One year Depot Warranty - parts and labor	$445.00	10%	**$400.00**

OGS PRICE LIST | **OCTOBER 2013**

ALTERNATIVE INFORMATION SYSTEMS
489 Ellicott St.
Buffalo, NY 14203
(716)831-9929

Item ID	Item Description	Street Price	% Discount	OGS Price
Services				
SRV-DT	**Installation Desktop Support Services Package includes the following:**	$84.00	10%	**$75.00**
SRV-DW	**System Warehousing - Alternative Information Sytems will:**	$30.00	10%	**$27.00**
	Receive Systems from Distribution for the institution			
	Notify the institution of receipt of systems			
	Schedule the delivery/installation of the systems			
SRV-I	**System Image - Alternative Information Systems will:**	$16.00	10%	**$14.00**
	Create a “Master Image” of the standard software configurations, in conjunction with the institution			
	Create a backup of the “Master Image”			
	Create a system utilizing this image and provide it to the institution for verification			
	Apply and test the “Master Image”			
	Create a new image in conjunction with the institution when changes are necessary due to configuration, software, etc.			
	Store all new images, and use requested image for all orders.			
	Maintain a current “Master Image” as well as the previous versions, on file.			
SRV-AT	**Asset Tagging - Alternative Information Systems will:**	$10.00	10%	**$9.00**
	Store a supply of "Asset Control Tags" to be supplied by the institution.			
	Affix an Asset Control Tag to each system after the image is completed			
	Create and maintain a database that will correlate the Asset Control Tag number to the System Serial number and the Location Code. This database will be made available to the Institutions Help Desk upon request			
SRV-DSI	**System Installation - Alternative Information Systems will:**	$28.00	10%	**$25.00**
	Co-ordinate the delivery of systems through the Project Manager.			
	Deliver the appropriate systems to the specified end user location (desk)			
	Un-box the system unit(s), set the unit up on the desk, connect all associated cables including the network cable and power up the unit for initial test.			
	Dispose of all boxes and packing materials			
	Download User files from old computer to new computer			
	Attach printer and any other peripheral devices to the new computer and install all necessary drivers			
	Connect User to the institution's network			
	Active Directory integration – User and machine			
	Test computer, test communications capabilities			
	Turn new system over to the user for final test			
	Place old computer in a convenient spot in the office			
	Notify the institution's help desk upon completion			

OGS PRICE LIST | **OCTOBER 2013**

ALTERNATIVE INFORMATION SYSTEMS
489 Ellicott St.
Buffalo, NY 14203
(716)831-9929

Item ID	Item Description	Street Price	% Discount	OGS Price
SRV-LT	**Installation Notebook Support Services Package includes the following:**	$55.00	10%	**$50.00**
SRV-LW	**System Warehousing - Alternative Information Sytems will:**	$17.00	10%	**$15.00**
	Receive Systems from Distribution for the institution			
	Notify the institution of receipt of systems			
	Schedule the delivery/installation of the systems			
SRV-I	**System Image - Alternative Information Systems will:**	$16.00	10%	**$14.00**
	Create a “Master Image” of the standard software configurations, in conjunction with the institution			
	Create a backup of the “Master Image”			
	Create a system utilizing this image and provide it to the institution for verification			
	Apply and test the “Master Image”			
	Create a new image in conjunction with the institution when changes are necessary due to configuration, software, etc.			
	Store all new images, and use requested image for all orders.			
	Maintain a current “Master Image” as well as the previous versions, on file.			
SRV-AT	**Asset Tagging - Alternative Information Systems will:**	$10.00	10%	**$9.00**
	Store a supply of "Asset Control Tags" to be supplied by the institution.			
	Affix an Asset Control Tag to each system after the image is completed			
	Create and maintain a database that will correlate the Asset Control Tag number to the System Serial number and the Location			
SRV-LSI	**System Installation - Alternative Information Systems will:**	$13.00	10%	**$12.00**
	Co-ordinate the delivery of systems through the Project Manager.			
	Deliver the appropriate systems to the specified end user location (desk)			
	Un-box the system unit(s), set the unit up on the desk, connect all associated cables including the network cable and power up the			
	Dispose of all boxes and packing materials			
	Download User files from old computer to new computer			
	Attach printer and any other peripheral devices to the new computer and install all necessary drivers			
	Connect User to the institution's network			
	Active Directory integration – User and machine			
	Test computer, test communications capabilities			
	Turn new system over to the user for final test			
	Place old computer in a convenient spot in the office			
	Notify the institution's help desk upon completion			